



### PROFESSIONAL SERVICES BULLETIN

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Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:30 a.m., May 13, 2010**

The projects from this bulletin will be presented at the **July 13, 2010 Board Meeting.**

#### NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You are able to access the 255 Form (**REVISED 05/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website April 27, 2010

Board Meeting results can be found on CDB's website  
July 14, 2010

CDB's Internet Address:  
[www.cdb.state.il.us](http://www.cdb.state.il.us)

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## **PROFESSIONAL SERVICES BULLETIN GENERAL INFORMATION**

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, [www.cdb.state.il.us](http://www.cdb.state.il.us).

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee  
Capital Development Board  
3rd Floor, William G. Stratton Building  
401 South Spring Street  
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

### **SUBMITTAL REQUIREMENTS:**

- In accordance with 44 Illinois Administrative Code 980.130:
  - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
  - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

### **PREQUALIFICATION:**

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.
- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.

- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

#### SUBMITTAL PROCEDURES:

- **REMINDER:** You are able to access the **REVISED 255 Form** located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-5.1.09.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed. *The office location must be prequalified either as the home office or branch office. Branch Offices not prequalified will not be accepted.*
- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.

- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:30 a.m. (CST) deadline will be given consideration. If a delivery service (USPS, UPS, Fedex) is used, CDB strongly encourages that submittals be delivered one day before the deadline date.
- Provide your official Board of Elections certificate of registration issued electronically by the Board of Elections. Include only your certification and not those of your consultants.
- Do not include any additional information such as a prequal letter, minority certification, etc.
- Do not include the name of your firm on the consultant page.
- Do not include fractions when showing the percentages of work done by any consultants.
- When showing the percentage of work performed by consultants in Item #4, the number should reflect the total of percentage as shown under the heading "Percentage" in the second column of the consultant page. For example, if you have three consultants and one is doing 10% MBE/FBE and another is doing 5% MBE/FBE, then 15% is what you will put in Item #4.

#### **REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:**

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Submittals received from a branch office that is not prequalified with CDB.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.

- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements will result in rejection of the submittal(s). 255 submittals that do not include the Board of Elections registration certificate will be rejected. A five (5) day grace period to provide certificate is no longer allowed.

## SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process. *Not all firms that submit will be interviewed. The A/E Selection Committee will select 3-5 (typically 4) firms to be invited to participate in the interview process.*
- Results of the selection process are available on CDB's website ([www.cdb.state.il.us](http://www.cdb.state.il.us)) the day after the Board Meeting as designated on the respective bulletin cover.

## FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)

- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

# IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the "Act"), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act, as well as a Fact Sheet about it, may be found on the Illinois Procurement Bulletin, [www.purchase.state.il.us](http://www.purchase.state.il.us).

## **Public Act 095-0971**

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971, effective January 1, 2009, requires that any bidder/vendor be registered with the Board of Elections if 1) the company's annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company's annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company's annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

Note: Firms will no longer be given five (5) business days to provide the Board of Elections Certificate of registration. It must be included with the CDB 255 form submittals. Failure to provide certificate will result in the rejection of the 255 submittal(s).

**The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.**

**Public Act 096-0795**  
**(Commonly known as Senate Bill 51)**

This Act becomes effective July 1, 2010. Rules and procedures are being developed at this time that will be incorporated into awards and contracts executed for projects listed in this bulletin.

Highlights of the Act include, but are not limited to, consultant financial disclosures and subcontracts to be submitted to CDB; annual re-certifications of all primes and consultants; contracts, subcontracts and other project documentation to be available to the Chief Procurement Officer, State Purchasing Officer, and Procurement Compliance Monitors for review; and procurement communications reporting and lobbyist communication reporting.



**CDB PROJECT NO. 104-145-017**  
**Historic Preservation Agency**  
**Restore Tomb Interior**  
**Lincoln's Tomb Historic Site - Sangamon County**

**CDB PROJECT MANAGER: John Begue**

**APPROPRIATED AMOUNT: \$700,000**  
**ESTIMATED TOTAL PROJECT COST: \$700,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group I R**

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The Lincoln's Tomb (A6002) is a 6,600 square foot, one story building constructed in 1894.

The scope of work provides for restoring interior finishes to a historically accurate condition by an art conservator including repairing or refinishing decorative plaster and moldings, stippled painting, gold and palladium leaf ceilings, granite wall panels, brass informational plaques and statue restraining rails. The work also includes minor work to adjust monumental doors and complete removal and replacement of general and exhibit lighting. Formal paint analysis will be required.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 120-275-006**  
**Department of Corrections**  
**Replace Fire Alarm System**  
**DuQuoin Work Camp - Perry County**

**CDB PROJECT MANAGER: Ross Zeidler**

**APPROPRIATED AMOUNT: \$371,000**  
**ESTIMATED TOTAL PROJECT COST: \$371,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The DuQuoin Work Camp is a 43,196 square foot, four-building facility constructed in 1991.

The scope of work provides for replacing fire alarm systems, including new wiring in all buildings.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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**CDB PROJECT NO. 250-025-023**  
**Department of Central Management Services**  
**Plan and Begin Electrical System and Life Safety Upgrades**  
**James R. Thompson Center - Chicago**

**CDB PROJECT MANAGER: Mohammad Haq**

**APPROPRIATED AMOUNT: \$1,000,000**

**ESTIMATED TOTAL PROJECT COST: To be Determined**

**INTERVIEW LEVEL**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$2,000,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The James R. Thompson Center (J0205) is a 1,200,000 square foot, 19-story building constructed in 1985.

The existing emergency systems and fire alarm systems do not comply with the Chicago Building Code. Due to the lack of space outside the building, remote radiators may have to be installed on the roof to permit the generators to be located inside the building.

The scope of work provides for installing emergency generators and associated equipment to comply with the Chicago Building Code and may include structural modifications to the building's roof to support remote radiators. The work also includes installing a new fire alarm system throughout the building.

*The interviews for this project will be scheduled for June 17, 2010.*

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 291-275-002**  
**Department of State Police**  
**Renovate Data Center/Computer Room/Install Emergency Generator**  
**Illinois State Police Central Headquarters - Springfield**

**CDB PROJECT MANAGER: Tim Patrick**

**APPROPRIATED AMOUNT: \$2,100,000**  
**ESTIMATED TOTAL PROJECT COST: \$2,100,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$750,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Central Headquarters building, formerly the American General Building, is a 375,000 square foot complex.

The scope of work provides for renovating the data center/computer room, including addressing raised-floor issues; upgrading the electrical and HVAC systems, addressing cabling requirements, installing an uninterruptible power supply (UPS) system and a fire suppression system, and providing an emergency generator for the data center with capacity to provide power to the radio dispatch center and main elevator bank.

The scope of work also provides for coordinating the migration of the computers and data into this data center/computer room and abating asbestos-containing materials. It is preferred that 100 percent design documents be completed by January 2011.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 321-030-151**  
**Department of Human Services**  
**Install Emergency Generator**  
**Chicago-Read Mental Health Center - Cook County**

**CDB PROJECT MANAGER: John Price**

**APPROPRIATED AMOUNT: \$1,391,000**  
**ESTIMATED TOTAL PROJECT COST: \$1,391,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Chicago-Read Mental Health Center is a 314,410 square foot, 13-building facility constructed in 1920.

The scope of work provides for replacing emergency generators with units large enough to provide backup and emergency power for the entire facility.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 321-190-048**  
**Department of Human Services**  
**Repair Ceilings in C Buildings**  
**Kiley Developmental Center - Waukegan - Lake County**

**CDB PROJECT MANAGER: Bruce Locke**

**APPROPRIATED AMOUNT: \$444,000**  
**ESTIMATED TOTAL PROJECT COST: \$444,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Kiley Developmental Center is a 246,452 square foot, 67-building facility constructed in 1974.

The scope of work provides for replacing existing ceiling systems in five neighborhood houses. The existing ceiling systems are comprised of 12 X 12 acoustical tiles adhered to a gypsum board substrate. Some varying in height from 16 - 20 feet above the floor. Each of the five neighborhood houses are identical to the others, with an approximate area of 3,000 square feet each. The work will also include reinstallment or replacement of the lighting fixtures.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-260-019**  
**Department of Military Affairs**  
**Renovate Building #13**  
**Peoria Armory - Peoria County**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$800,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$800,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Peoria Armory is a 274,052 square foot, 16-building facility constructed in 1948.

The scope of work provides for renovating building #13, including upgrading the HVAC, electrical, and plumbing systems; replacing exterior windows, building insulation; the overhead door; plumbing fixtures, lighting fixtures and associated wiring; installing an emergency generator; radiant heat in work bay; and, caging around the mezzanine. This project must be designed and construction contracts awarded by September 30, 2011.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 750-045-026**  
**Office of the Secretary of State**  
**Upgrade Fire Alarm Panels**  
**Capitol Complex**

**CDB PROJECT MANAGER: Gary Kitchen**

**APPROPRIATED AMOUNT: \$771,000**  
**ESTIMATED TOTAL PROJECT COST: \$771,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Capitol Complex is a 305,357 square foot, 21 building facility constructed in 1867.

The scope of work provides for replacing fire alarm panels and providing communication adapters in various buildings tied into the Capitol Complex fire alarm loop and modifying associated wiring. The locations in the Capitol Complex include the Howlett, Archives, Stratton, Library, Willard Ice, Index, Museum, Waterways, Power Plant and Attorney General buildings and the Motor Vehicle Services building at South Dirksen.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 750-045-027**  
**Office of the Secretary of State**  
**Plan and Begin Upgrade of High Voltage Distribution System**  
**Capitol Complex**

**CDB PROJECT MANAGER: Gary Kitchen**

**APPROPRIATED AMOUNT: \$1,500,000**

**ESTIMATED TOTAL PROJECT COST: To be Determined**

**INTERVIEW LEVEL**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000 (Initially)**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Capitol Complex is a 305,357 square foot, 21-building facility constructed in 1867.

The medium voltage distribution system for the Capitol Complex lacks redundancy, equipment is obsolete and cabling is nearing the end of its useful life. The lack of a redundant power source exposes the Complex to extended power outages. Adding a second source of power from the utility company should be evaluated.

The scope of work provides for an engineering study to evaluate the current layout of the medium voltage distribution system and to develop options to increase redundancy, including the addition of a second utility power source.

The work also provides for replacing or reconditioning all of the medium voltage equipment throughout the Capitol Complex, the Willard Ice Building and the Motor Vehicle Services Building at Dirksen Parkway, including the replacement of medium voltage cable.

The scope also provides for the preparation of design documents to implement the recommended solution. Asbestos abatement may be required. The Historic Preservation Agency should be consulted during every phase of the project due to the historic nature of the buildings involved.

*The interviews for this project will be scheduled for June 22, 2010.*

<b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b>
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<b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b>
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